

Effective Time Management

Length: 1 Day

Summary: Students will identify effective time-management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time-management action plan.

COURSE CONTENT

1: DEFINING GOALS

- Define Time Management
- Describe Your Dreams
- Identify Regrets
- Articulate Goals

2: ANALYZING ENERGY ALLOCATION

- Identify How Energy Is Spent
- Analyze Tasks
- Analyze Time Usage
- Analyze Energy Flow

3: IDENTIFYING PERSONAL STYLE

- Review a Successful Day or Project
- Analyze Your Preferences
- Identify Personal Strengths
- Identify Personal Motivators
- Reduce Time Wasters

4: ASSEMBLING THE TOOLBOX

- Negotiate for Success
- Delegate Tasks
- Choose Tools that Work for You

5: CREATING AN ACTION PLAN

- Create the Action Plan
- Evaluate the Time-Management Process